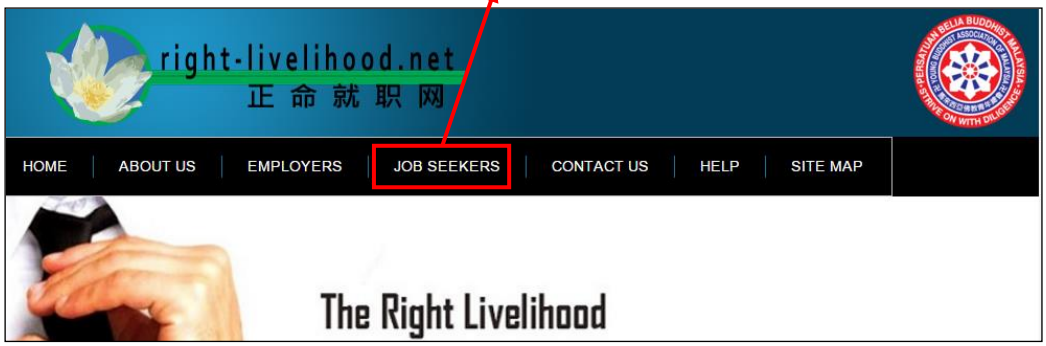
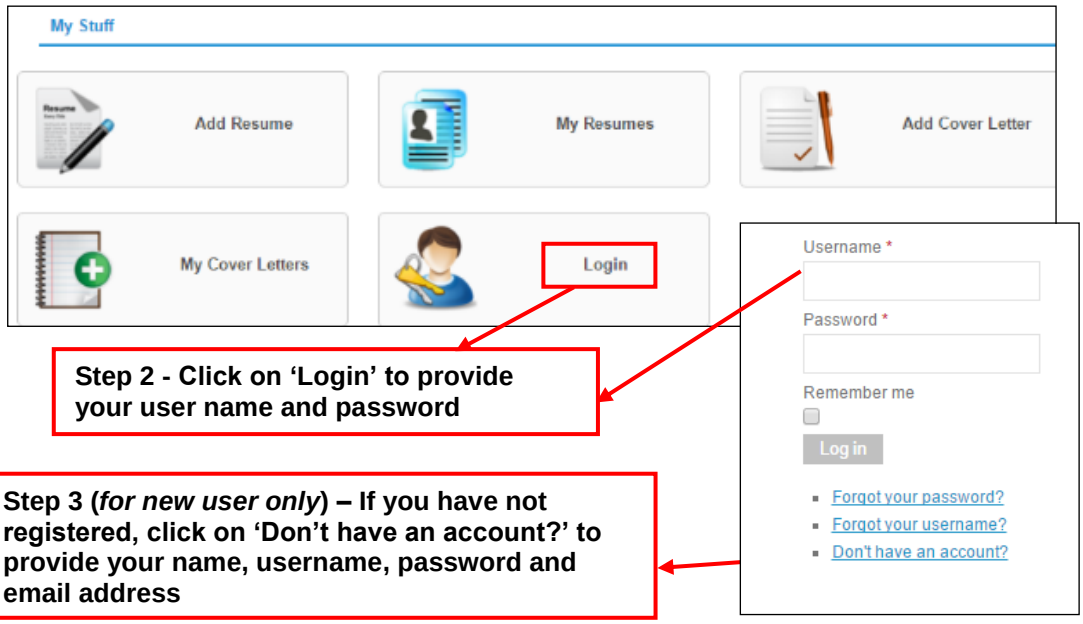
User Manual for Job Seeker

http://right-livelihood.net/

Part 1 – User Registration and User Login

Step 1 - Click on 'Job Seeker' to enter the webpage





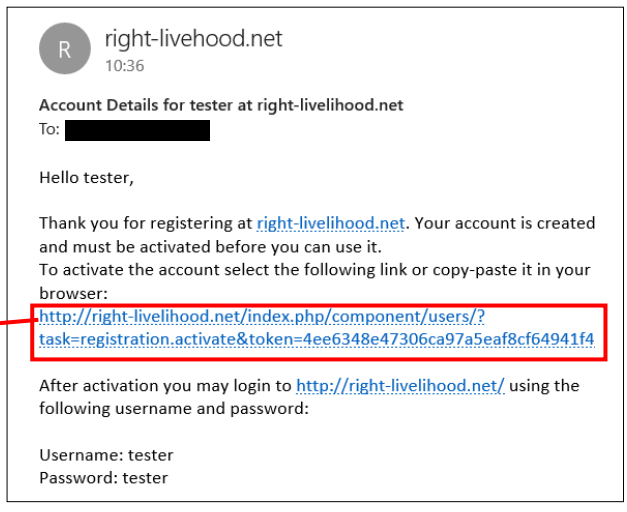
Step 2 - Click on 'Login' to provide your user name and password

Step 3 (*for new user only*) – If you have not registered, click on 'Don't have an account?' to provide your name, username, password and email address

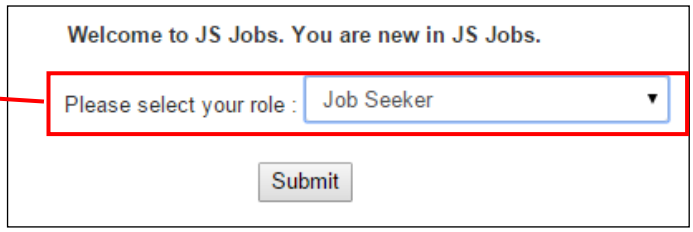
Step 4 (*for new user only*) – If you have just registered as a new user, you MUST activate your account before you can use it.

To do this, please check your email, read the instructions and click on the link to activate the account.

(*If you cannot find this email, you may need to check your junk mail folder in case it has been filtered as a junk mail*)

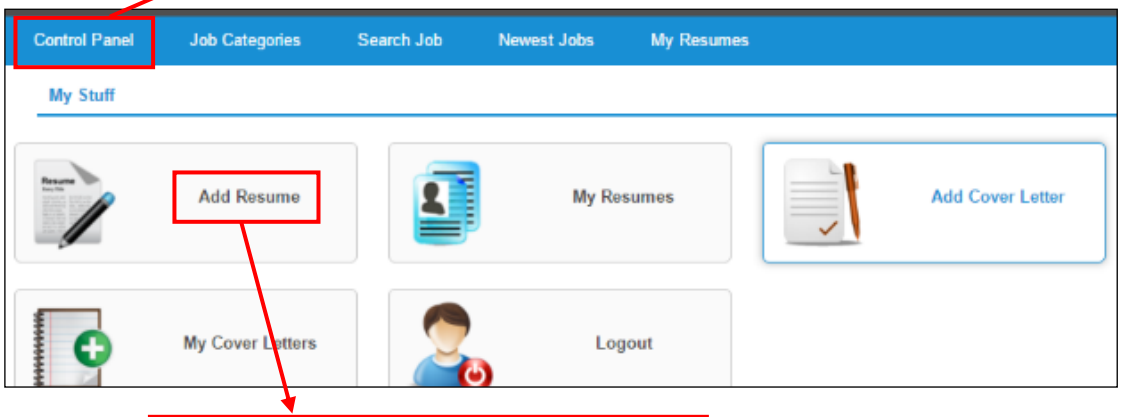

right-livehood.net
10:36
Account Details for tester at right-livelihood.net
To: [redacted]
Hello tester,
Thank you for registering at right-livelihood.net. Your account is created and must be activated before you can use it.
To activate the account select the following link or copy-paste it in your browser:
http://right-livelihood.net/index.php/component/users/?task=registration.activate&token=4ee6348e47306ca97a5eaf8cf64941f4
After activation you may login to http://right-livelihood.net/ using the following username and password:
Username: tester
Password: tester

Step 6 (*for new user only*) – You will be linked to this page to select your role. Please select 'Job Seeker' and click on 'Submit' button to complete the process.



Part 2 – Create a new Record for your Resume

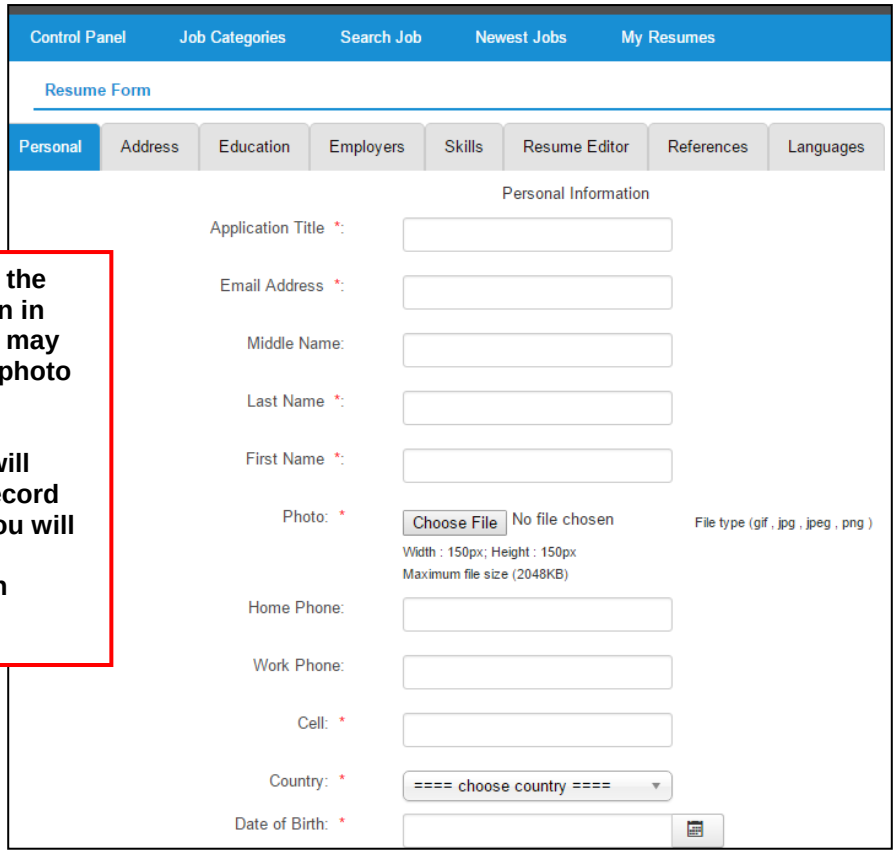
Step 7 – In the Job Seeker page, click on 'Control Panel' on the blue bar



Step 8 - Click on 'Add Resume' to create a new record for your resume

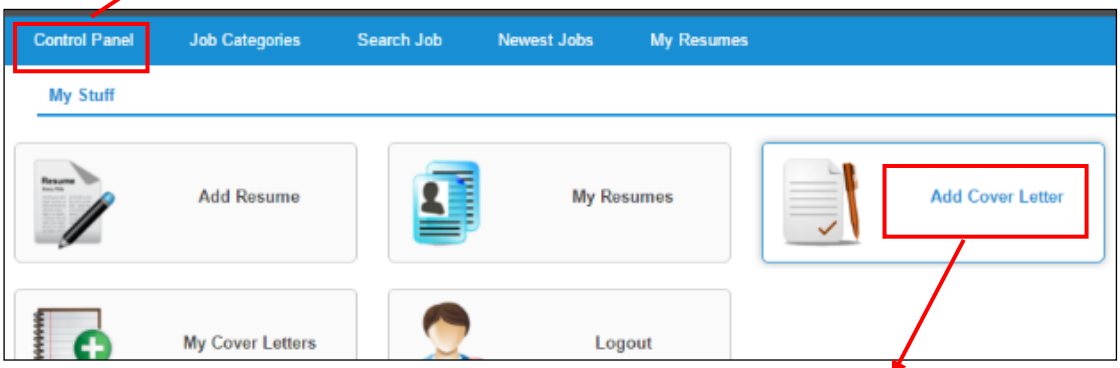
Step 9 – Provide the basic information in the resume. You may upload a profile photo (*optional*).

Website admin will verify the new record within 3 days. You will receive an email notification upon approval.



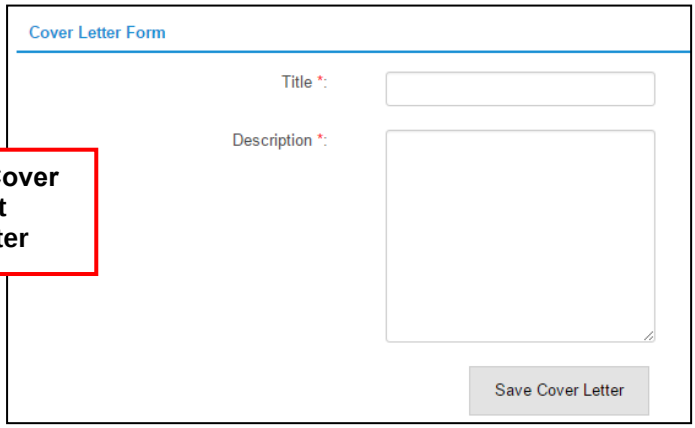
Part 3 – Create a new Record for your Cover Letter

Step 10 (*optional*) – In the Job Seeker page, click on 'Control Panel' on the blue bar



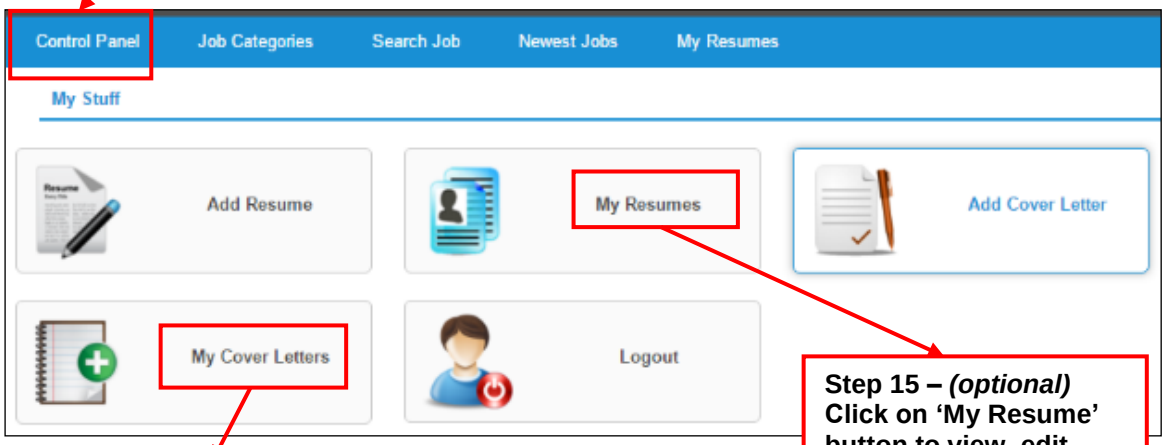
Step 11 (*optional*) – Click on 'Add Cover Letter' to create a new record of your cover letter

Step 12 (*optional*) – In the 'Cover Letter Form', provide a short description for the cover letter



Part 4 – Edit your Resume or Cover Letter

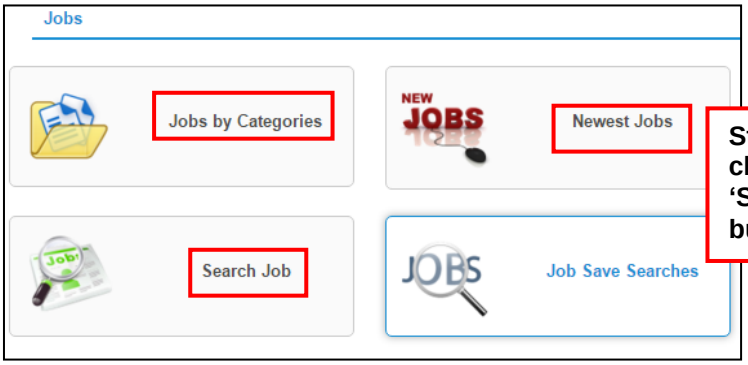
Step 13 – *(optional)* In the Job Seeker page, click on 'Control Panel' on the blue bar



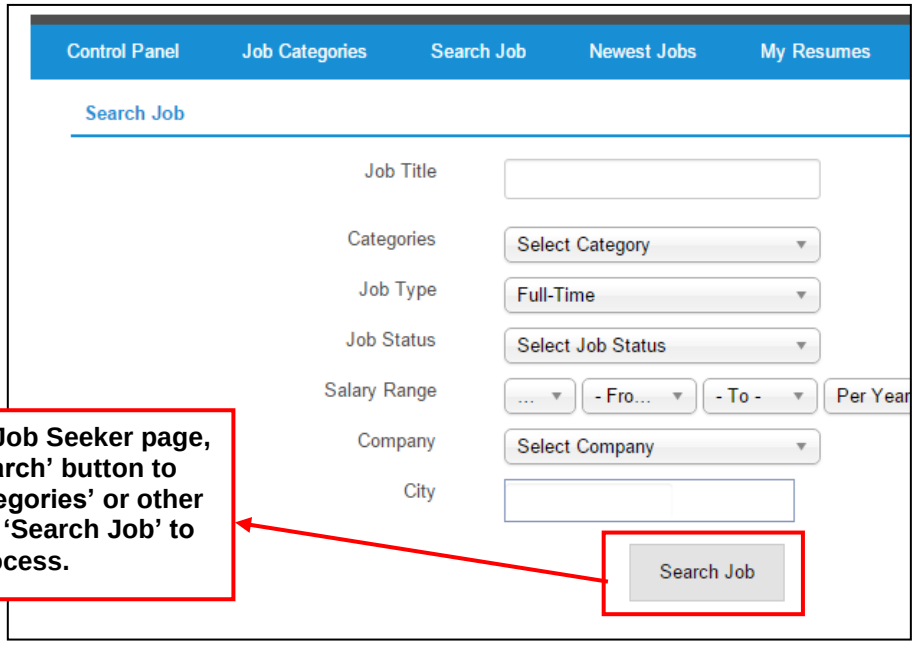
Step 14 – *(optional)* Click on 'My Cover Letters' button to view, edit, delete on your cover letters (*if needed*)

Step 15 – *(optional)* Click on 'My Resume' button to view, edit, delete on your resume (*if needed*)

Part 5 – Search for Jobs (Created by Employer)

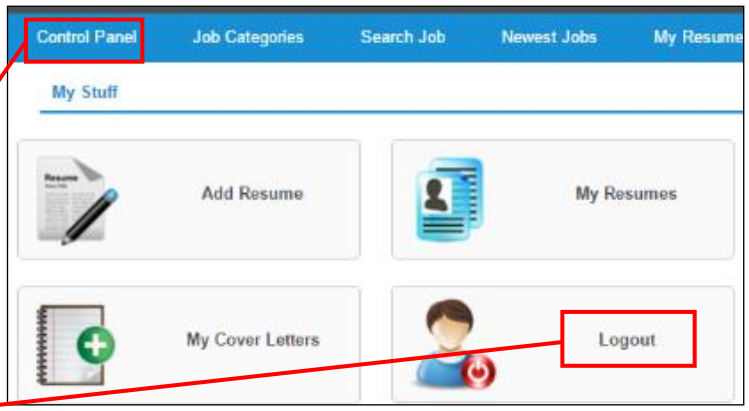


Step 16 – In the Job Seeker page, click on 'Jobs by Category' or 'Search Job' or 'Newest Jobs' button to look for a job

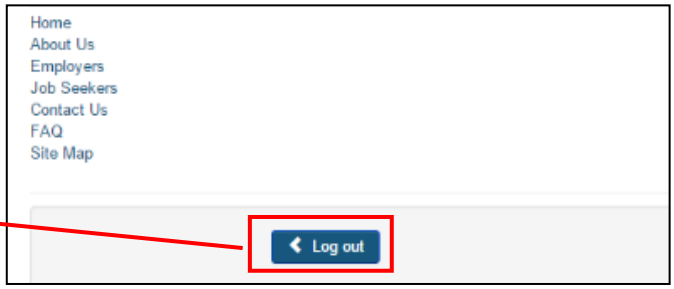


Step 17 – In the Job Seeker page, click on 'Job Search' button to search with 'Categories' or other criteria. Click on 'Search Job' to complete the process.

Part 6 – Logout your Job Seeker Account



Step 18 – In the Job Seeker page, click on 'Control Panel' on the blue bar, and click on 'Logout' button to end the session.



Step 19 – Click on 'Logout' button again to complete the logout process.